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Commissioner of Education

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Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: School Administrators

FROM: Stan Johnson

DATE: September 21, 2005

SUBJECT: Missouri Assessment Program (MAP) Pre-Code System

This spring, the MAP assessments will be administered in Communication Arts and Mathematics at grades 3 - 8. Additionally, Communication Arts will be assessed at grade 11 and Mathematics at grade 10. In June 2005, the Missouri Student Information System (MOSIS) was activated. One of the initial goals for the MOSIS project is to enable the Department of Elementary and Secondary Education (DESE) to pre-code student information on the MAP assessments in 2006. With the expansion of the MAP assessments in 2006 and the use of these data for accountability purposes, pre-coding of test booklets is becoming increasingly desirable.

Previously, districts contracted with CTB McGraw/Hill to participate in pre-coding. Beginning in 2006, the Department will provide pre-coding at no cost to districts. In late October, the Pre-Code system will be available for districts to begin submitting data. Districts will be asked to submit a file containing demographic and programmatic variables for each student in the district.

In the past, pre-code data was transferred to a Student Information Form (SIF) for each student. In 2006, districts will place student barcode labels on student test booklets to replace the stand-alone SIFs. DESE has been in contact with several student information system vendors to coordinate automation of your data submission. Draft specifications for the pre-code file are available at http://www.dese.mo.gov/MOSIS/precode.html. Additional information will be posted to this web site as it becomes available.

We believe this system of pre-coding will decrease the burden on districts, increase the quality of the data and facilitate timely and accurate MAP data reporting. Districts will not be able to participate in the pre-code service if a MOSIS ID has not been obtained for each student. If your district has not submitted a MOSIS file, please do so immediately.

Getting Access

Users with "District Level" access to MOSIS will also have access to the Pre-Code system. To obtain "District Level" access to MOSIS, follow the instructions below:

Step 1: Identify staff within the district with the need to access the system.

Step 2: Go to the MOSIS web site at http://dese.mo.gov/MOSIS/. Select the "MAP Pre-Code link. Click on the "User Access" link under the documentation section.

Step 3: Submit the form and print the "Assurance Statement."

Step 4: The "Assurance Statement" needs to be signed by the user receiving access and by the superintendent or authorized representative. The Security Pin Code must be entered. **NOTE:** the security pin code was mailed to each superintendent in a letter from Bert Schulte, Deputy Commissioner, on April 29, 2005. For a lost or forgotten security pin code, call (573) 751-3503.

Step 5: Send the signed "Assurance Statement". FAX TO: (573) 526-4125, or MAIL TO: Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480.

Step 6: The user requesting access will receive confirmation by e-mail once access has been provided.

Training

Training on use of the Pre-Code system will be available beginning in October. Registration will be required in advance of the training. Information regarding registration, dates, times and locations will be posted to the Pre-Code web site (http://www.dese.mo.gov/MOSIS/precode.html) within the next couple of days.

Unlike the MOSIS ID system, the Pre-Code system allows only one file per district to be submitted. Therefore, we are limiting the training to two people per district. We recommend that your district be represented by the person responsible for your student information system and by your district test coordinator.

If you have questions regarding submitting a MOSIS file, please contact Leigh Ann Grant-Engle, Data Manager (573-522-8310) or Tom Ogle, Director of School Core Data (573-751-9060). If you have questions regarding the Pre-Code system, please call Dawn Maddox, Director of Data Analysis and Reporting (573-751-6849).